

STANDING RULES
FREEDOMS FOUNDATION AT VALLEY FORGE
BROWARD COUNTY CHAPTER

GENERAL

1. Regular membership meetings shall be held at the Coral Ridge Yacht Club at noon unless otherwise provided by notice in the newsletter or at the immediately preceding meeting.
2. At the directive of the president, the board of directors shall meet regularly on the fourth Saturday of each month at the Coral Ridge Yacht club at 10:30 a.m. unless otherwise designated by an alternate directive of the president. Board members shall be advised of a change in any meeting parameter by a minimum notice of five (5) days.
3. Neither the chapter directory nor any portion of the mailing list shall be given or sold to be used by other interests or for commercial purposes.
4. No person shall use the name, stationery or influence of the chapter, or an official title except in connection with chapter business and interests.
5. The president shall coordinate the selection of the Woman of the Year.
6. The chapter's post office box address shall be the official mailing address for the chapter and shall be used on all bank accounts, legal and business documents, and correspondence unless a street address is required for legal purposes in which case the home address of the president or the recording secretary shall be used.
7. A chapter newsletter shall be published at least eight (8) times per year.
8. A chapter web site shall be maintained which shall focus on the chapter's mission and highlight chapter activities.
9. A membership roster shall be printed and distributed in September of each year which shall contain the chapter's bylaws and standing rules along with the names, addresses, and contact information for each chapter member, and such other information as deemed appropriate. The membership roster shall be distributed to each new member.
10. The chapter's newsletter, web page, letterhead, brochures, business cards, and any other promotional material shall utilize the Freedoms Foundation logo in one of two formats. Broward County Chapter, printed in red, shall be added below or to the right of the FFVF logo.



11. All outgoing mail where the number of pieces exceed 200 shall utilize the non-profit postal rates including the printing of the permit number on each mailing piece and the address correction service.

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12. All material for publication (whether printed or electronic) shall be presented to the president or the second vice president for approval prior to publication.
13. Minutes of board meetings shall be distributed either by postal mail or e-mail within two weeks after the board meeting.

APPOINTED OFFICERS

1. The historian shall have access to all past records of the chapter and shall keep a correct history of chapter activities during the appointed term of office.
2. The chaplain shall prepare a prayer or inspirational reading for presentation at all membership meetings.
3. The parliamentarian shall advise the president and other officers and members on matters of parliamentary procedure and shall attend the board of directors and Executive Committee meetings without vote.
4. The Remembrance Fund chairman shall coordinate receipt of contributions given in memory of deceased members and shall be responsible for acknowledgement to the donor, and publication of the gift in the chapter's newsletter.

FINANCIAL STANDING RULES

1. All transactions by the treasurer, except as otherwise exempted, shall be authorized either in the bylaws or by an adopted motion by the board of directors.
2. Recurring expenses, for example: newsletter printing, luncheons, may be authorized and/or approved by the president.
3. Original receipts and/or invoices shall be required for all expenditures.
4. All disbursements in excess of budgeted amount shall require approval of the board of directors.
5. All reimbursable expenses, with appropriate original receipts, shall be submitted to the treasurer within forty-five (45) days from incurred expense or reimbursement will be forfeited.
6. The chapter shall pay all expenses, including airfare and conference fees, for two members to attend the Fall Leadership Conference at Valley Forge.
7. Personal gifts for the outgoing president shall be purchased by the immediate past president and shall not exceed a cost of \$75.

VALLEY FORGE YOUTH CONFERENCES

1. The chapter shall pay all expenses for a student to attend a Freedoms Foundation Youth Conference with the number of students sent each year limited to the funds available.
2. The chapter shall seek students in the junior year who have an interest in history, who have demonstrated

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leadership qualities, and who are in general all-around students without regard to the student's academic placement in his class.

3. Students applying for a scholarship to attend the youth conferences at Valley Forge shall pay a \$25 non-refundable application fee which shall be applied to fund alumni activities.
4. Interested students who applied and were not accepted shall be encouraged to seek sponsors and/or funding and shall be permitted to participate in the youth conferences along with students who received scholarships.
5. Students nominated to attend the Valley Forge youth conferences shall be chosen on the basis of the information provided on the Student Information Form and comments and ratings from the interview by a member of the chapter's Selection Committee.
6. Two adult chaperones, preferably one male and one female, shall accompany each group of up to twenty-five students to Valley Forge.

GUESTS

1. A member of the press may be invited to a social function as a guest of the chapter.
2. Individuals invited to speak or to make a presentation at a membership meeting shall be a guest of the chapter.
3. Recipients of Freedoms Foundation National Awards and the Leavey Award shall be guests of the chapter at the luncheon at which the award is presented and/or announced.
4. Students attending the Annual Student Luncheon shall be guests of the chapter.